COMPETENCY TEST GUIDELINES
Computers In Business

The competency test for Computers In Business will consist of 70 multiple choice questions which will be graded. The students will have 50 minutes to complete the test. In order to demonstrate competency, a student must pass the test with a score of 80% or higher. There may be more questions on the test that will be used to evaluate test questions that may be used on a future test, but they will not be graded. To assist teachers in preparing their students for the Computers In Business competency test, a breakdown of the test questions follows:

Standard 1 Keyboarding   5% of the test
Standard 2 Basic Economics   20% of the test
Standard 3 Budgeting   10% of the test
Standard 4 Stock Market   20% of the test
Standard 5 Marketing   12% of the test
Standard 6 Entrepreneurship   13% of the test
Standard 7 Desktop Publishing   10% of the test
Standard 8 Web Page Design   10% of the test